

## NROTC Supply Binder - Tab 3-18

**SUBJECT:** Transportation - Obtaining Charter Bus Services

**PURPOSE:** To inform NROTC Unit Supply Technicians of the process for obtaining charter bus services.

**OVERVIEW:** In accordance with OPNAVINST 4650.15 and Defense Transportation Regulations charter bus services are mandatorily sourced from the Navy Passenger Transportation Office (NAVPTO). NAVPTO ensures only DoD approved carriers possessing a Military Bus Agreement (MBA) are used. The Government Commercial Purchase Card (GCPC) is not authorized for use to rent or lease any commercial or General Services Administration (GSA) vehicles in accordance with NAVSUPINST 4200.99 (series). Procedures for commercial vehicle requests for other than charter bus services are beyond the scope of discussion for this Tab.

### **ACTION REQUIRED:**

1. Optional, but recommended, NROTC staff members requiring charter bus services complete and submit the **Internal-to-NROTC Charter Bus Service Request**, included in sample form on page 3, to the NROTC Supply Technician.

Optional: NROTC Supply Technicians may want to use the **Charter Bus Service Request Checklist**, provided on page 6 in sample form, as a job aid as it contains helpful tips including the Trading Partner information needed for FASTDATA.

2. Submit charter bus requirements to the respective NAVPTO office designated in the **NAVPTO Areas of Responsibility and Contact Information** section included on page 4. NAVPTO will request bids for service from their approved carriers. An approved carrier will be identified, a quote is obtained, and it is forwarded to the requesting NROTC.

3. Complete a **Navy Transportation Expenditure Request Letter**, included in sample form on page 7, and a NAVCOMPT Form 2275, Order for Work and Service, included in sample form on pages 8 and 9, identifying the line of accounting for funding. Detailed completion of the NAVCOMPT Form 2275\* is beyond the scope of this Tab; contact the NSTC Comptroller POCs listed below for assistance. Upload the Navy Transportation Expenditure Request Letter with the NAVPTO quote and the Unit's annual Budget Approval Letter with spreadsheet to FASTDATA. Ensure the NAVCOMPT Form 2275 "To Block" notes the servicing NAVPTO address and Point of Contact.

\*Include the Continuing Resolution Authority (CRA) statement or other funding availability statements on the NC 2275 when applicable.

4. If the requirement is approved, submit the NAVCOMPT 2275 to the respective NAVPTO and accomplish the acceptance process in FASTDATA. Detailed completion of the acceptance

process in FASTDATA is beyond the scope of this Tab; contact the NSTC Comptroller POCs listed below for assistance.

5. After charter bus services are complete the carrier will submit a Government Coach Certificate (GCC) to NAVPTO. NAVPTO will pay the carrier for the service noting the specific Line of Accounting cited on the funding document.

6. If problems in contacting NAVPTO offices, problems with NAVPTO offices, or problems processing requests at NAVPTO offices are encountered, please contact a POC from the **POCs in the case of problems with NAVPTOs** included on page 5.

**Point of Contact:** Bill Berry  
NSTC N8  
847-688-5409x177  
[william.berry@navy.mil](mailto:william.berry@navy.mil)

Pam Madden  
NSTC N8  
847-688-5409x175  
[pam.madden@navy.mil](mailto:pam.madden@navy.mil)

## Sample Internal-to-NROTC Charter Bus Service Request\*

NROTC \_\_\_\_\_ NAVPTO Charter Bus Service Request

*Form shall be provided to Supply Office one month before bus service in order to get quotes and funding approved.*

Total number of passengers (Midshipmen + Staff): \_\_\_\_\_

Pick up Time/Date: \_\_\_\_\_ / \_\_\_\_\_

Pick up Location/Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Drop Off Time/Date: \_\_\_\_\_ / \_\_\_\_\_

Drop Off Location/Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Return) Pick up Time/Date: \_\_\_\_\_ / \_\_\_\_\_

(Return) Pick up Location/Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Return) Drop Off Time/Date: \_\_\_\_\_ / \_\_\_\_\_

(Return) Drop Off Location/Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are in-and-around bus services required after the initial drop-off location: \_\_\_\_\_

If so, provide Drop Off Time/Date: \_\_\_\_\_ / \_\_\_\_\_

If so, provide Drop Off Location/Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If so, provide Return Time/Date: \_\_\_\_\_ / \_\_\_\_\_

If so, provide Return Location/Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will bus driver need to remain available at the site being visited: \_\_\_\_\_

Name of NROTC staff member traveling with group: \_\_\_\_\_

Cell phone number (office phone not acceptable): \_\_\_\_\_

*Note: Commands do not make lodging arrangements for bus drivers. That cost is to be included in the vendor quote.*

\*This optional form is for internal use by NROTC staff to request the NROTC Supply Technician arrange Charter Bus Service. It can be edited as necessary by the individual NROTC unit.

## NAVPTO Areas of Responsibility and Contact Information

1. NAVPTO Bahrain - AOR consists of: CENTCOM (Middle East), AFRICOM. Major command concentrations include: Bahrain, Kuwait, Djibouti, Doha, Egypt, Warrior Transition Program in Sembach, Germany

2. NAVPTO Bangor - AOR consists of: Pacific Northwest (WA, OR, MT, ID, WY, UT), Northern California & Nevada. Units operating offshore in the Eastern Pacific north of Monterey, CA

Stephanie Carr  
Interim Transportation Officer NAVPTO, Bangor, WA (North West)  
Email: [stephanie.carr@navy.mil](mailto:stephanie.carr@navy.mil)  
Phone: 808-471-2352

3. NAVPTO Naples - AOR consists of: Europe and Mediterranean Sea. Major customer locations in Italy, Spain and Vaihingen Germany.

4. NAVPTO Far East (Japan) - AOR consists of: Western Pacific (WESTPAC) & Indian Ocean. Major customer locations in Japan, Diego Garcia, Korea, & Singapore

5. NAVPTO Great Lakes - AOR consists of: Central CONUS (AL, AR, IL, IN, IA, KS, KY, MI, MS, MN, MO, NE, ND, OH, SD, TN, TX, WV, & WI)

Kristine Droskiewicz  
Transportation Officer NAVPTO, NAVPTO, Great Lake, IL (Midwest)  
Email: [kristine.droskiewicz@navy.mil](mailto:kristine.droskiewicz@navy.mil)  
Phone: 847-688-5550 X 331

6. NAVPTO Guam - AOR consists of: Units assigned at and operating offshore in the vicinity of Guam.

7. NAVPTO Norfolk - AOR consists of: U.S. East Coast to include: NC, VA, MD, WV, DE, PA, NJ, NY, New England and Canada. PSD New London CT & PSD Washington D.C. NAVPTO Storefronts operate under the NAVPTO Norfolk AOR. Offshore units operating in the Atlantic north, west and east of Bermuda.

Antonia Hargrove  
Transportation Officer NAVPTO, Norfolk, VA (North East)  
Email: [antonia.hargrove@navy.mil](mailto:antonia.hargrove@navy.mil)  
Phone: 757-445-4368

8. NAVPTO Pearl Harbor - AOR consists of: Hawaii, Central and South Pacific (Micronesia, Papau New Guinea, Fiji, Samoa) and Australia.

9. NAVPTO Pensacola - AOR consists of: SC, GA, AL, MS, LA, FL, GTMO, SOUTHCOM and units operating off shore in the Atlantic south of Bermuda and in the Caribbean.

Timothy Suveges  
Assistant Transportation Officer  
Email: [timothy.suveges@navy.mil](mailto:timothy.suveges@navy.mil)  
Phone: 850-452-2390

10. NAVPTO San Diego - AOR consists of: Southern California, AZ, NM, NV, CO, OK and offshore units operating in the Easter Pacific south of Monterey, CA.

James Concepcion  
Transportation Officer NAVPTO, San Diego (West Coast)  
Email: [james.c.concepcion1@navy.mil](mailto:james.c.concepcion1@navy.mil)  
Phone: 619-556-2029

Maria Rosko  
Assistant Transportation Officer NAVPTO, San Diego (West Coast)  
Email: [maria.rosko1@navy.mil](mailto:maria.rosko1@navy.mil)  
Phone: 619-556-3765

**POCs in the case of problems with NAVPTOs:**

Jed L Swearingen  
Traffic Management Supervisor, NPPSC/N4  
Email: [jed.swearingen@navy.mil](mailto:jed.swearingen@navy.mil)  
Phone: 901 874 2284

Charles L Sharon  
NAVSUP WSS T&D  
Email: [charles.sharon@navy.mil](mailto:charles.sharon@navy.mil)  
Phone: 757-443-5496

Shawn A McGriff  
Director, Navy Passenger Transportation, NPPSC N/4  
Email: [shawn.mcgriff@navy.mil](mailto:shawn.mcgriff@navy.mil)  
Phone: 901-874-2247

## Sample Internal-to-NROTC Charter Bus Service Request Checklist\*

### CHARTER BUS REQUEST CHECKLIST (start at bottom)

- \_\_\_ Complete Acceptance in FASTDATA to finalize
  - Go to Acceptance -> New
  - Click on Doc#
  - Enter Acceptor's name & date
  - Additional info needed for SABRS:
    - Trading Partner Indicator: 097
    - Trading Partner Number: DODN69450
    - Trading Partner Main Acct: 4930
    - Trading Partner Subhead: NE1K
- \_\_\_ File Signed/Accepted NC2275 from NAVPTO
- \_\_\_ Submit final transportation itinerary to carrier
- \_\_\_ Submit **Approved** NC2275 to NAVPTO POC for signature
- \_\_\_ Create/Submit NC2275 in FASTDATA & submit via workflow
  - Ensure the "TO" block notes the NAVPTO office/address/POC
  - Add appropriate funding statements; CRA, funding availability, etc.
  - Upload completed NC2275 in FASTDATA & submit via workflow
  - Wait for signed/approved NC2275 from budget officer
- \_\_\_ Complete Transportation Request Packet (to attach in FASTDATA)
  - Navy Transportation Expenditure Request signed by CO
  - Carrier Confirmation/Acceptance Quote
  - Copy of NSTC OD OPTAR Approved Letter
- \_\_\_ Carrier Confirmation/Acceptance received from NAVPTO
- \_\_\_ Notify NAVPTO of quote selection
- \_\_\_ Wait for (3) quotes from NAVPTO
- \_\_\_ Start by emailing NAVPTO POC with your itinerary

\*This optional form is for internal use by NROTC staff as a job aid. It can be edited as necessary by the individual NROTC unit.

## Sample Navy Transportation Expenditure Request

1533  
Ser  
XX XXX XX

From: Commander, (NROTC UNIT)  
To: Commander, Naval Service Training Command  
Via: Comptroller, Naval Service Training Command

Subj: NAVY TRANSPORTATION EXPENDITURE REQUEST

Ref: (a) NSTC M-1533.2  
(b) OPNAVINST 4650.15

Encl: (1) NAVPTO Quote  
(2) NROTC Budget  
(3) NSTC N9 OPTAR Approved Letter

1. In compliance with references (a) and (b), I respectfully request permission to use OM&N designated funds for transportation expenses for (event)\_\_\_\_\_.

2. The \_\_\_\_\_ Competition (explain details of competition).

3. Per enclosure (1), estimated travel length and transportation costs have been determined.

4. Per enclosure (2) and (3), (funds were already budgeted for this event or funds have not been budgeted for this event); this request is (for permission to expend the funds or to request additional funds) to participate in this event.

I. M. COMMANDING OFFICER

1. THIS ORDER MUST BE ACCEPTED ON A REIMBURSABLE BASIS ONLY AND IS SUBJECT TO THE CONDITIONS LISTED ON THE ATTACHED PAGE.						2. DOCUMENT NUMBER N6323419WR14010				
3. REFERENCE NUMBER	4. FUNDS EXPIRE ON 09/30/2019	5. WORK COMPLETION DATE 03/04/2019	6. DATE PREPARED 02/22/2019	7. AMENDMENT NO. 00						
8. FROM: 63234 NROTC, UNIVERSITY OF ILLINOIS 505 E. ARMORY AVE., ROOM 236B			9. FOR DETAILS CONTACT: Tonya Wiley, GS, 217-244-1434 505 E. Armory Ave. Champaign, IL 61820							
10. TO: 43106 NAVPTO Great Lakes IL 521 Cluverius Ave., Bldg 322 POC: William Sullivan Great Lakes, IL 60088-5500			11. MAIL BILLINGS TO: 63234 NROTC, UNIVERSITY OF ILLINOIS 505 E. ARMORY AVE., ROOM 236B CHAMPAIGN, IL 61820							
12. ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS										
A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ. CLASS	E. BU. CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT
AA	1791804	22L3	210	3560P		056521	2D	R14010	63234914100E	\$12,794.00
L. TOTAL THIS DOCUMENT										\$12,794.00
M. CUMULATIVE TOTAL										\$12,794.00
13. THIS ORDER IS ISSUED AS <input type="checkbox"/> A PROJECT ORDER <input checked="" type="checkbox"/> AN ECONOMY ACT ORDER AND IS TO BE ACCOMPLISHED ON A <input type="checkbox"/> FIXED PRICE <input checked="" type="checkbox"/> COST REIMBURSEMENT BASIS. WHEN THE FIRST BLOCK IS CHECKED, THIS ORDER IS PLACED IN ACCORDANCE WITH THE PROVISIONS OF 41 U.S. CODE 23 AND DOD DIRECTIVE 7220.1. THE FOLLOWING SUPPLEMENTARY ITEMS ON ATTACHMENT ALSO APPLY AND ARE AN INTEGRAL PART OF THIS ORDER. 08										
14. DESCRIPTION OF WORK TO BE PERFORMED AND OTHER INSTRUCTIONS  Description will be printed on the continuation page.										
15. I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR THE WORK OR SERVICES REQUESTED.			AUTHORIZING OFFICIAL (NAME, TITLE AND SIGNATURE) <i>Pamela Madden</i> PAMELA MADDEN, Budget Officer						DATE 02/22/2019	
16. THIS ORDER IS ACCEPTED AND THE WORK OR SERVICES WILL BE PROVIDED IN ACCORDANCE HERewith			ACCEPTING OFFICIAL (NAME, TITLE AND SIGNATURE) <i>Kristine Droskewy</i>						DATE 2/25/19	



CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED N6323419WR14010 00	Page 2 of 2
NAME OF OFFEROR OR CONTRACTOR 63234		
Special Instructions/Remarks		
<p>This order is placed in accordance with the provisions of Economy Act, Title 31, United States Code (U.S.C.), sections 1535 and 1536, as implemented by DoD regulation.</p> <p>In accordance with Treasury Financial Manual Volume I, Part 2, Chapter 4700, Appendix 10, and in support of Department of the Navy audit readiness requirements, by accepting this reimbursable funding action, the performing agency agrees to deliver, upon request, detailed documentation supporting amounts billed and actual performance of work.</p> <p>CHARTERED BUS SERVICE REQUESTED TO TRANSPORT 45 PASSENGERS FROM THE NROTC, UNIVERSITY OF ILLINOIS, CHAMPAIGN, IL TO UNIVERSITY OF COLORADO NROTC, BOULDER, CO AND RETURN.</p> <p>DATES OF TRAVEL ARE AS FOLLOWS: 28 FEBRUARY 2019, 1800 HRS DEPART NROTC, UNIVERSITY OF ILLINOIS, CHAMPAIGN, IL 04 MARCH 2019, 0600 HRS DEPART BOULDER, CO FOR RETURN TO NRTOC, UNIVERSITY OF IL, CHAMPAIGN, IL</p> <p>DRIVER WILL NEED TO REMAIN AVAILABLE WHILE IN BOULDER, CO</p> <p>The office that incurs the obligation as a result of accepting this funding document shall forward the obligating document (i.e., contract) within 6 calendar days to the office responsible for recording the obligation in compliance with DOD 7000.14-R, Volume 3, Chapter 8, §080302</p> <p>POC FOR TRAVEL: Maj Benjamin Held, (812) 371-2097, btheld@illinois.edu or MSgt Travis Taylor, (252) 626-2555, ttaylor@illinois.edu =====</p> <p>SOCC List: AA: 21OT - Operational Travel</p>		